

PLANNING ILLUSTRATOR II*Class Definition*

Under supervision, prepares planning maps, charts, graphs, tables, and similar materials.

Distinguishing Characteristics

Planning Illustrator II is the journey level class in the Planning Illustrator series. Incumbents are assigned to the Planning Division of the Development Department and independently prepare planning, zoning, and land use maps, as well as charts and graphs. The Planning Division prepares plans and policies to assure orderly growth development and redevelopment of the City and its sphere of influence. This class differs from that of Planning Illustrator I in that the latter is the entry level class in which incumbents work under close supervision.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Prepares drafting and graphic presentations for processing or request for zoning amendments, conditional use permits and variances, including the preparation of displays and photographic presentations for special studies.

Prepares base land use maps, maps for zoning amendments, charts and graphs for the General Plan, Community Plans, and Specific Plans.

Selects colors and media, does layout of complex multi-color, multi-page publications, posters, and other printed materials.

Prepares property maps that show individual properties on which zoning applications are pending.

Prepares and maintains official zone maps.

Prepares and maintains property owner mailing lists.

Processes sub-division and parcel maps.

Collects land use information and records data.

Coordinates the graphics reproduction techniques and methods.

May provide lead supervision and training to lower level staff.

Performs related duties as required.

Knowledge, Abilities and Skills

Considerable knowledge of the principles of graphic design and techniques, drafting, urban design, mathematics, and related fields.

Knowledge of techniques in interpreting statistical data by charts and graphs.

Knowledge of the various printing processes, including format, layout, and multi-color reproduction.

Ability to organize ideas of design and presentation and use a variety of media effectively.

Ability to provide lead direction to lower level staff.

Ability to establish and maintain effective working relationships with co-workers and the public.

Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

One year of experience equivalent to that gained as a Planning Illustrator I with the City of Fresno.

Necessary Special Requirements

Possession of a valid California Drivers License at time of appointment.

APPROVED: _____

Director of Personnel

DATE: _____

MR/MA/po/08/14/87

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